

Approved For Release 2002/06/28 : CIA-RDP78-04718A002300430096-6

S-A-M-P-L-E

## NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR.—MISS—MRS.—ONE GIVEN NAME, INITIAL(S), AND SURNAME) <b>JOHN DOE</b>		2. DATE OF BIRTH <b>11 May 1930</b>		3. JOURNAL OR ACTION NO.		4. DATE <b>26 Feb 1957</b>																					
This is to notify you of the following action affecting your employment:																											
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY) <b>EXCEPTED APPOINTMENT (WAE)</b>				6. EFFECTIVE DATE <b>1 May 1957</b>		7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY <b>50 USCA 403 j</b>																					
FROM				TO																							
				8. POSITION TITLE <b>Specialist Reserve (WAE) Slot #</b>																							
				9. SERVICE, SERIES, GRADE, SALARY <b>GS-11 \$24.56 per day</b>																							
				10. ORGANIZATIONAL DESIGNATIONS <b>DD/S-Office of Personnel (Employing Office)</b>																							
				11. HEADQUARTERS <b>Washington, D. C.</b>																							
<input type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL		12. FIELD OR DEPT'L		<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL																							
13. VETERAN'S PREFERENCE				14. POSITION CLASSIFICATION ACTION																							
<table border="1"> <tr> <td>NONE</td> <td>WWII</td> <td>OTHER</td> <td>5-PT.</td> <td colspan="2">10-POINT</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>DISAB.</td> <td>OTHER</td> </tr> </table>				NONE	WWII	OTHER	5-PT.	10-POINT						DISAB.	OTHER	<table border="1"> <tr> <td>NEW</td> <td>VICE</td> <td>I. A.</td> <td>REAL.</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table>				NEW	VICE	I. A.	REAL.				
NONE	WWII	OTHER	5-PT.	10-POINT																							
				DISAB.	OTHER																						
NEW	VICE	I. A.	REAL.																								
15. SEX		16. APPROPRIATION		17. SUBJECT TO C. S. RETIREMENT ACT (YES-NO)		18. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)																					
		FROM: <b>7-6502-20</b> TO: <b>Same</b>		<b>NO FICA</b>																							
				19. LEGAL RESIDENCE		STATE:																					
				<input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED																							
20. REMARKS:  <b>ATTACHMENT 3 (SAMPLE)</b>																											
ENTRANCE PERFORMANCE RATING:																											
14																											
21. SIGNATURE OR OTHER AUTHENTICATION																											

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